ADOT Citrix Access Gateway

Remote User Quick Start Guide

This document contains quick start instructions on using ADOT's Citrix Access Gateway to remotely access ADOT desktop software, applications and network drives.

Contents

Installing the Citrix Receiver Client

Installation of the Citrix Receiver Client on the computer from which you're connecting is required.

Browse to http://www.citrix.com/clients, and click on the "**Citrix Receiver**" link and click "**Download Receiver for Windows**". Install the downloaded client, a reboot may be required after installation.

Towards the end of the installation you will get the prompt pictured on the right, just click **Cancel**. The installation will be done.

Logging on to the Citrix Access Gateway

Open Internet Explorer and browse to http://remote.azdot.gov, this will take you to ADOT's Citrix Access Gateway. Enter the following:

- **User Name or RACF**: Your RACF
- **LAN Password**: Your normal, day-to-day, Active Directory password
- **Secondary Password**: Cryptocard security password

Once the information is correctly entered, click the **Log On** button.
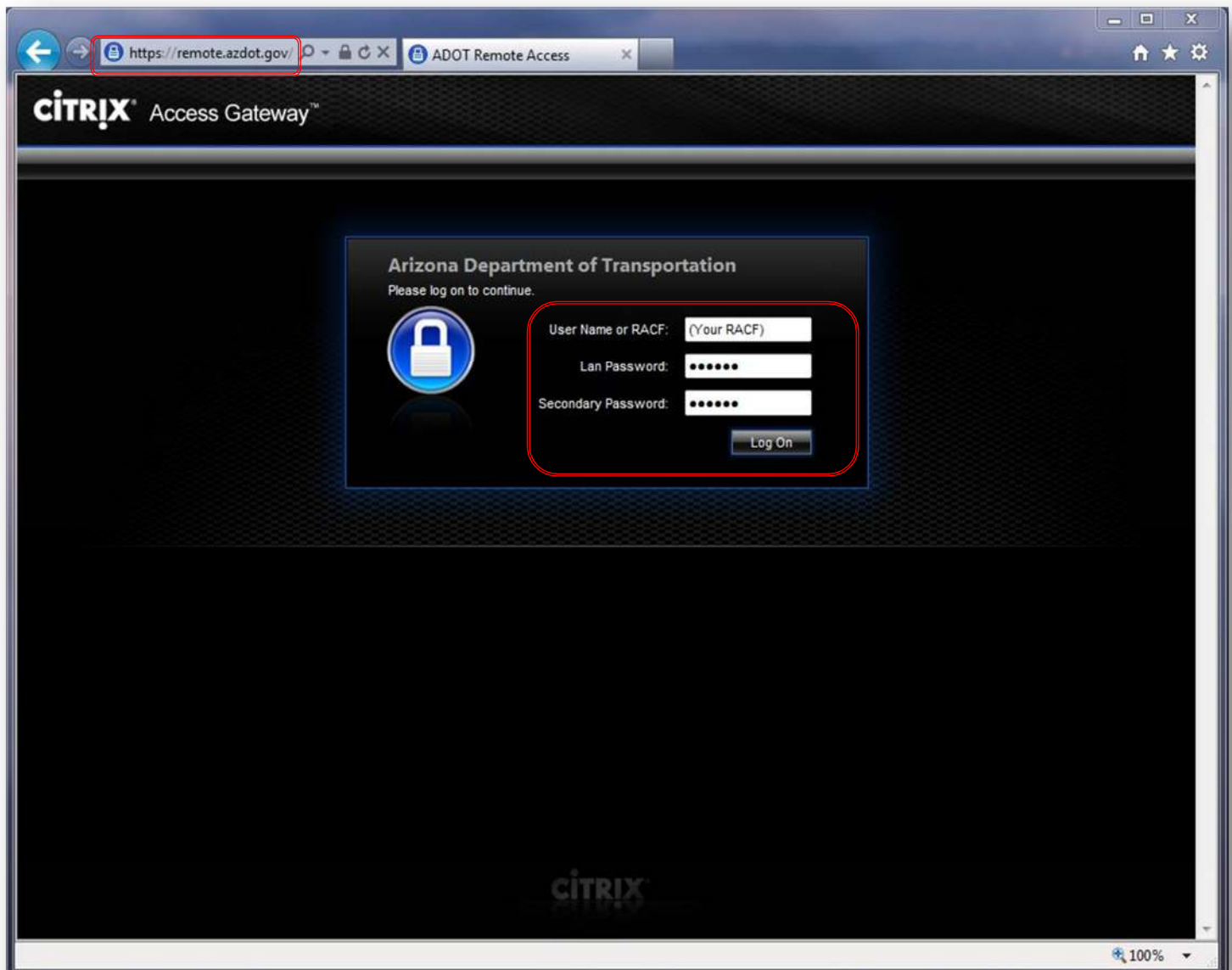
Launching Applications

Once logged in, you may access your applications from the left side of the screen, under the Applications pane. The middle and right panes are not used. Simply click the icon(s) to launch an application or click a folder to access the bundled set of applications contained within it. If the application does not launch, make sure the Citrix Receiver Client has been installed on the computer from which you're connecting. The Receiver Client is available for download here: http://www.citrix.com/clients.
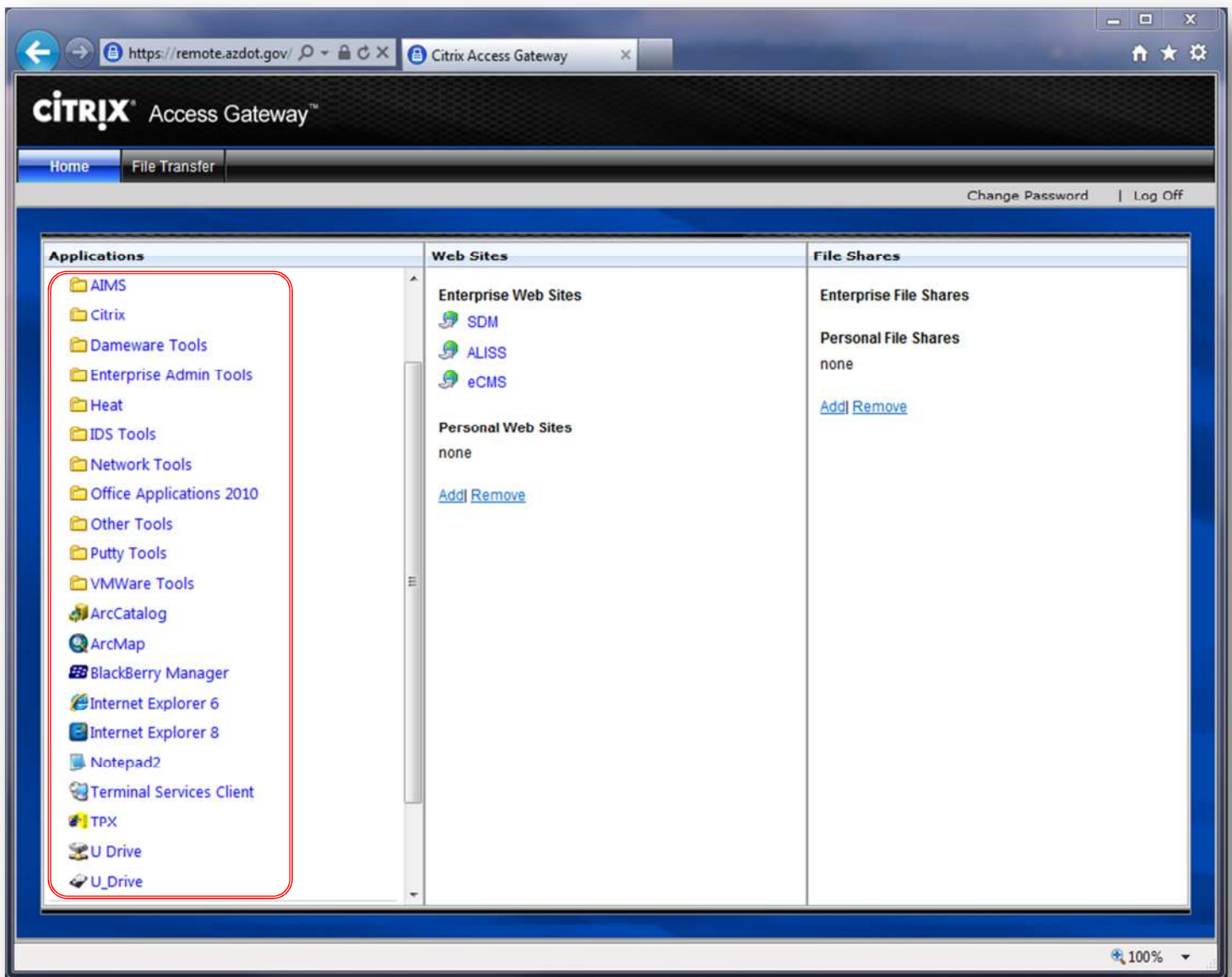
Accessing your "G: Drive"

Unlike your U: drive, which is tied directly to your active directory account, the G: drive and other file server mappings vary greatly from one user to another. As a result, the G: drive is not automatically connected. Please use the instructions below to access your G: drive.
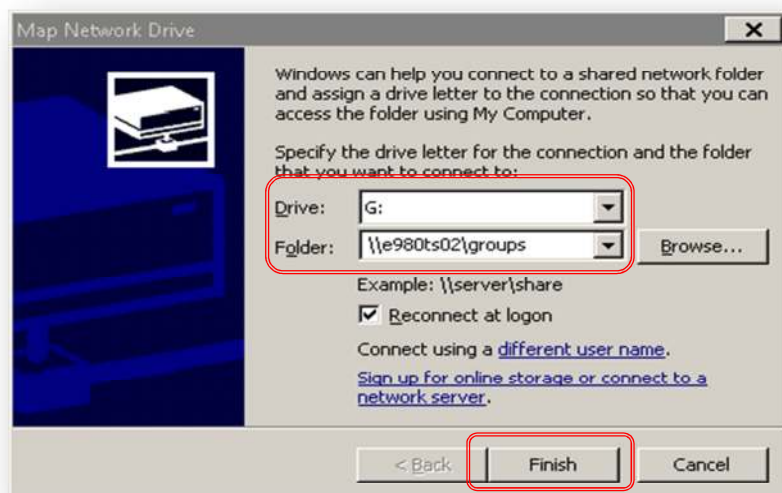
1. Click the **"U Drive"** icon.
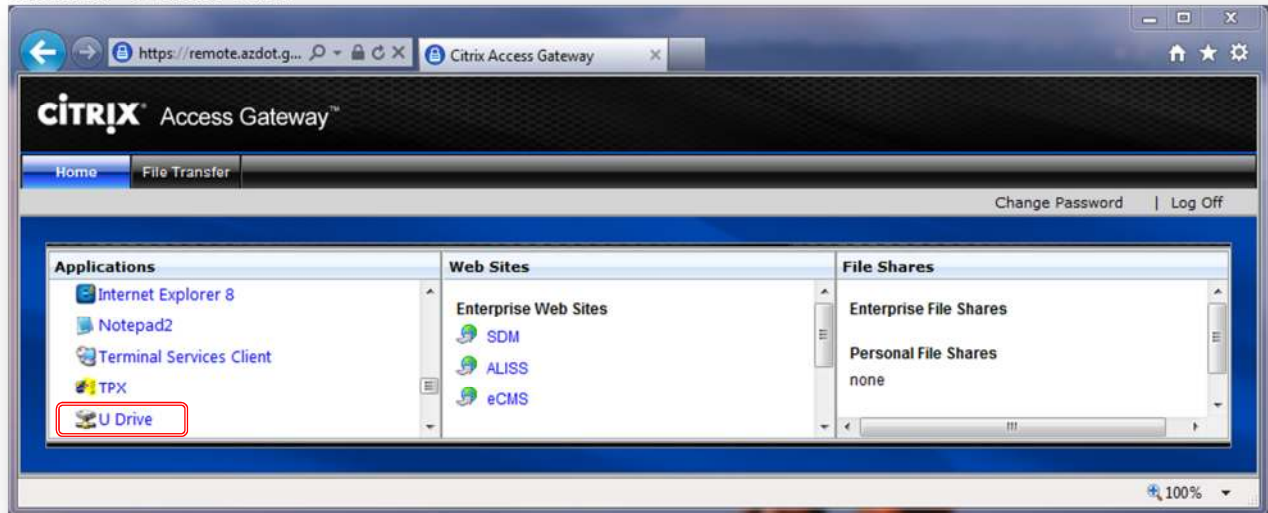
2. Click **"Tools"** on the menu bar and select **"Map Network Drive…"**
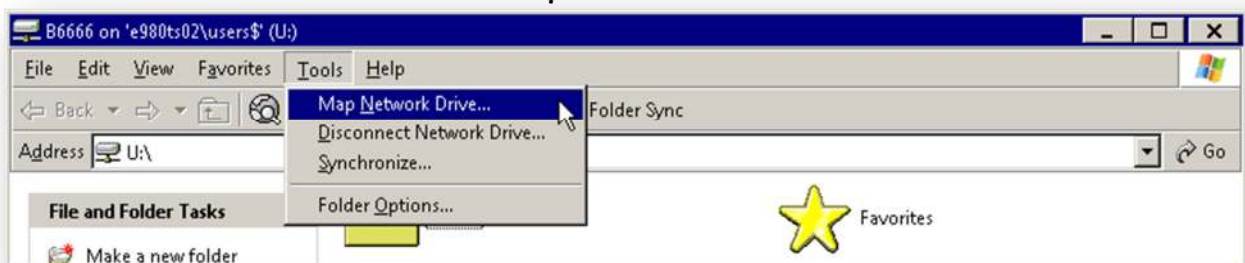
3. Select the drive letter you want to assign (in this case, "G:") and type the path to the desired folder in the space provided. Example: \\E980TS02\???. For reference, you can model the specific path after what you have mapped to G: on your office computer. Click **"Finish"** when done.

4. You will be taken back to your U: drive. Click the **"My Network Places"** link from the Other Places menu box on the left…
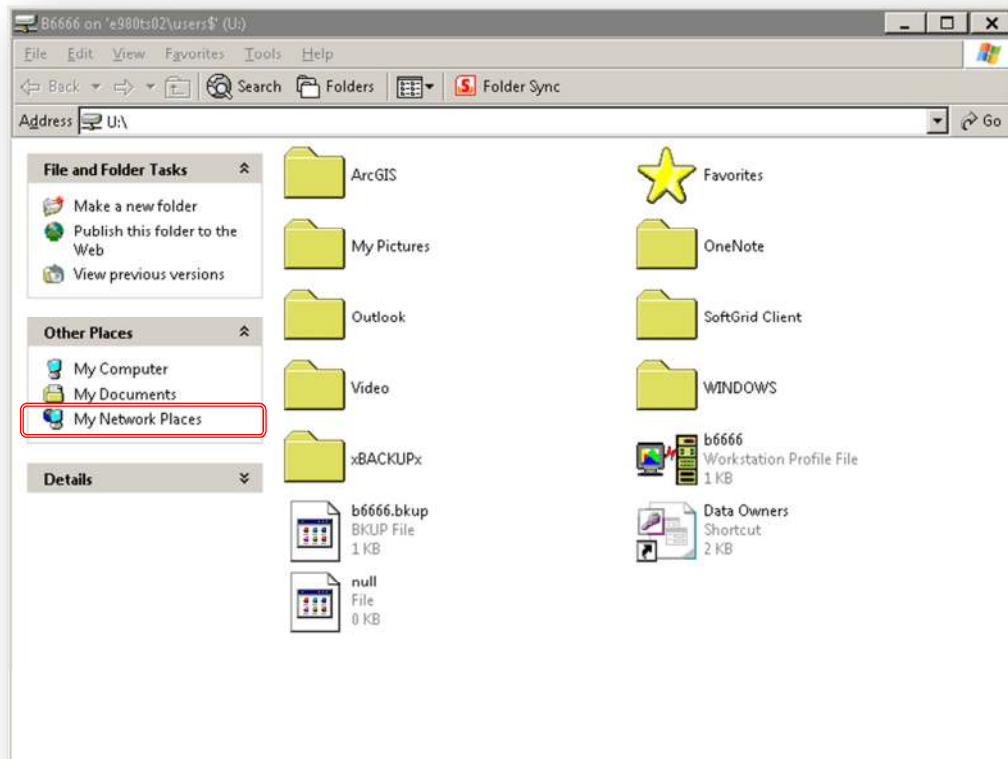
5. A new window will appear. In it you will see the G: drive you mapped. Double click the drive to open it.
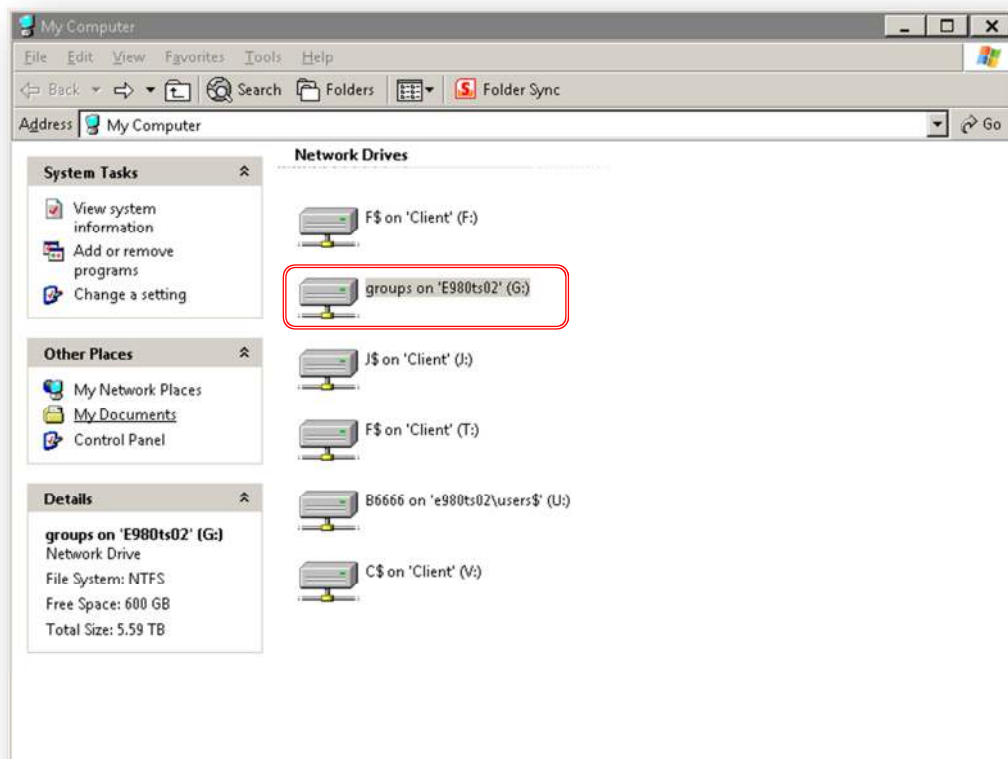
Obtaining additional assistance

For additional assistance, please phone the ADOT Service Desk at 602-712-7249.